

**IT Professional Technical Services
Master Contract Program
T#:902-ts**

**Statement of Work (SOW)
For Technology Services
Issued By**

Minnesota Department of Enterprise Technology

Project Title Windows 7 Desktop Deployment

Service Category(ies): Desktop-Application (Design & Development); Desktop-Operating System; Desktop-Security; Desktop-Support; Project Management

- Provide a Production Pilot Jumpstart Windows 7 deployment engagement. This will provide assistance in assessment, compatibility, adoption, deployment, and operation of Windows 7 Enterprise operating system, Windows Internet Explorer 8 internet browser, and Microsoft Office Professional Plus 2010, and Microsoft Application Virtualization (App-V) technology.
- The intent of this is to bring all of OET's workstations to Windows 7 operating system and Office 2010.
- To design and create a single operating system image based on Windows 7 to reduce the costs of support multiple different versions.
- This will affect all of OET by impacting their current desktop. By standardizing on a single platform, support and security can be greatly improved minimizing any possible system outages due to operating system and application inconsistencies.

Project Deliverables

- Design and creation of a single operating system image based on Windows 7 Enterprise
- Implementation and configuration of a Windows 7 and Office 2010 deployment solution
 - Microsoft System Center Configuration Manager will be used to deploy Office and Windows 7
 - Office 2010 will be integrated into a single corporate master image using Microsoft System Center Configuration Manager
- Deployment of Forefront Endpoint Protection*
- Deployment of BitLocker
- Deployment to maximum of 5 applications:
 - Forefront Endpoint Protection
 - Adobe Reader
 - Adobe Flash
 - Office 2010
 - Lync 2010

- Set up model driver library for up to 5 workstation models one from each vendor supported.
- Deployment to 500 clients in one location.
- Perform application compatibility testing for 10 applications against Windows 7 using a time-boxed approach as defined in the Process and Complexity Definitions section.
- Remediation to a maximum of 5 applications based on the assessment outputs.
- Perform an assessment of no more than 10 Office applications and no more than 1000 Office documents to determine Office 2010 upgrade readiness.
- Remediation to a maximum of 3 Office applications and 100 files.

Service Areas Within Scope

- Planning for the deployment of Office 2010, Windows 7, and Internet Explorer 8.
- Design and creation of a single corporate image, taking into account:
 - Enablement of security features including BitLocker
 - Performance
 - Update management
 - Activation
- Evaluation and Remediation of existing System Center Configuration Manager deployment solution for:
 - Zero-Touch deployment of Office and Windows 7 Enterprise.
 - Office 2010 will be integrated into a single corporate master image.
 - Forefront Endpoint Protection
 - App-V
- Provide best practices through knowledge transfer over the course of the engagement for ongoing of managed end points including update management, and SCCM client health
- Provision of an overview of application compatibility and application management through a series of workshops that focus on compatibility principles.
- Installation of Microsoft Office Migration Planning Manager (OMPM) on the 50 target systems, and generation of logs for the Office 2010 release on these systems.
- Application remediation for Windows and Office, and file remediation for Office using a time-boxed approach.
- Provision of an implementation and configuration of an App-V infrastructure on existing System Center Configuration Manager infrastructure and one sequencing workstation.
- Implementation of BitLocker
- Implementation of Forefront Endpoint Protection*

Service Areas Out of Scope

Any activity that is not listed “within scope” is out of scope for this engagement. The activities that are out of scope for this engagement are the following:

- Remediation of existing infrastructure to support this solution (for example, Active Directory, network hubs, switches, routers, and so on).
- Maintenance of the Windows 7 images after the deployment.
- Modification of client operational and service desk procedures to reflect the changes brought about by the solution.
- Modification and stabilization of the current client environment.
- Any troubleshooting of network-related issues.
- Installation of any physical hardware.
- Review of operational processes such as but not limited to Change Management or Disaster Recovery.
- Application packages related to deployment.
- Modification of the .MSI packages to allow silent installation.

- Industry regulatory compliance requirements.
- Creation of backups of the work done in the lab. The Agency is responsible for making sure the systems are adequately protected and backed up regularly.
- Integration with any custom deployment databases or tools and widgets.
- Services related in any way to any custom XML editor for Microsoft Word.
- Implementation of Microsoft Enterprise Desktop Virtualization (Med-V), or DirectAccess.
- Any work on existing Anti-Virus solution including but not limited to removal, comparisons or management.
- Any type of work to provide VPN less remote access.

Application Compatibility Activities Out of Scope:

Assessment of Application Compatibility with Windows 7

- Collection of hardware and device inventory other than remediation of System Center Configuration Manager.

Compatibility Testing of Applications with Windows 7 and Internet Explorer 8

- Testing server applications.
- Testing applications on operating systems other than Windows 7.
- Testing Web applications on browsers other than Internet Explorer 8.
- Testing for device compatibility with Windows 7.
- Performance-testing applications.

Application Compatibility Remediation for Windows 7 and Internet Explorer 8

- Any source code changes for remediating compatibility issues.
- The vendor will not be responsible for supporting applications that are remediated.

Application Packaging for Windows 7

- Deploying applications in the Agency environment.
- Performing user acceptance testing (UAT) of application packages.

Application Remediation for Office 2010

- Any source code changes for remediating compatibility issues.

Key Activities

Envision

The Envision phase will begin with exchange of information about our planned services and Agency computing environment, a discussion workshop to set expectations for participants, and discussions to reach agreement on a high-level project plan.

The Envision phase includes the following activities:

- Review business requirements, objectives, and current environment architecture.
- Conduct an Application Compatibility Kickoff.
- Conduct a Delivery Solution Definition Workshop that will:
 - Introduce the concepts that will be used in building the baseline image and deployment.
 - Introduce the concepts of application virtualization.
 - Introduce the concepts of Forefront Endpoint Protection.
 - Introduce the concepts of BitLocker
 - Introduce the concepts on ongoing management using the Microsoft Optimized Desktop Model
- Assess current computing environment using information collected during the Workshop sessions and any other information Agency may provide.
- Create initial project plan and risk plan.

Plan

During the Plan phase, the vendor will own the creation of functional specifications and design documentation for the solution. The designs will be validated using a proof-of-concept (POC) environment.

The Plan phase includes the following workshops and activities:

- Image Engineering Workshop
 - Overview configuration options of Windows features.
 - Discussion of applications to be included in the master image.
- Office 2010 Deployment Workshop
 - Overview of configuration options for Office 2010.
 - Overview of Office 2010 deployment consideration.
 - Securing Office effective practices.
- Image Security Workshop
 - BitLocker infrastructure, settings and deployment
 - Windows security settings.
 - Group Policy settings.
 - Internet Explorer 8 security settings.
- Image Deployment Workshop
 - Overview of hardware required for image.
 - Windows deployment infrastructure requirements.
- App-V Workshop
 - App-V configuration and sequencing procedures.
- Forefront Endpoint Protection Workshop
 - Overview configuration options and features.
 - Overview of management infrastructure and practices
- Create a functional specification that defines how the image is created and deployed to target computers in the production environment.
- Create a deployment infrastructure design.
- Create a client design document detailing how the Windows 7 master image will be configured.
- Create a POC lab environment to validate the design.
- Create test plan for outlining the test cases that will be used for validating deployment infrastructure.
- Produce End-User Training Guide/Plan to outline activities suggested to ready participants of the pilot.

Application compatibility assessment for Windows 7, Internet Explorer 8, and Microsoft Office:

- As part of a series of workshops, the vendor will provide overviews of effective practices and guidance regarding rationalizing, prioritizing, and categorizing the application inventory. The output of these workshops will be the Application Compatibility Functional Specification.
- Assessment of machines using Microsoft Application Compatibility Toolkit (ACT), Microsoft Assessment and Planning (MAP) Toolkit, and Office Environment Assessment Tool (OEAT).
- Run Office Migration Planning Manager (OMPM) to generate assessment reports.

Build

During the Build phase, hardware and core application software for the environment will be configured.

The Build phase includes the following activities:

- The vendor will work with Agency to prepare the image production deployment environment:
 - Configure System Center Configuration Manager to support Zero-Touch Installation scenarios using MDT.

- Configure System Center Configuration Manager to deploy 5 hardware types.
- Configure System Center Configuration Manager to deploy 1 operating system images.
- Configure System Center Configuration Manager to deploy and managed Forefront Endpoint Protection
- Configure BitLocker infrastructure
- Prepare image engineering environment:
 - Create an automated image factory. This will automate the creation, configuration, and management of operating system images.
 - Configure driver installation and management to include device drivers to be deployed with the operating system in the image.
 - Based on Agency security requirements, include the security configuration settings as a part of the image.
- Prepare App-V environment:
 - Configure App-V in SCCM.
 - Configure group policy for App-V.
 - Test App-V using App-V sample application.
- Create single operating system master image using the automated image foundry.
- Demonstrate best practices for creating and maintaining a well-documented workstation that properly incorporates the SSW configuration decisions.
- Performance-test the operating system image and provide a baseline.
- The image will reflect the decisions made during the workshops. If a decision cannot be implemented because of application compatibility or some other issue, that fact will be fully documented for the Agency within the Design Document.
- Work with Agency to execute deployment, configuration, and operations test plans.

Application Compatibility Build Activities:

During the Build phase, the testing and remediation of applications and documents will be completed using a time-boxed approach.

Time-Boxed Approach: The effort to be spent on a particular process will be predetermined based on the complexity of the application. The vendor is expected to complete the activity within the specified time-boxed duration. If the activity is not completed within this duration, it shall be listed in the Project Status or as appropriate in the Test Summary Document, which will be presented to Triage Exceptions.

Application Compatibility Testing for Windows 7 and Internet Explorer 8

- Perform application compatibility testing for up to 10 application(s) against Windows 7 operating system using a time-boxed approach.

Application Compatibility Remediation for Windows 7 and Internet Explorer 8

- Perform application compatibility remediation for up to 5 application(s) using a time-boxed approach.
- For up to 3 line-of-business (LOB) applications, remediate application issues using compatibility fixes (shims) or third-party tools using a time-boxed approach.
- For commercial off-the-shelf (COTS) applications:
 - Provide a report on the vendor supportability statement for Windows 7
 - Remediate application issues using shims using a time-boxed approach provided Agency accepts responsibility for support if required.
- For Web applications, suggest appropriate configuration changes that may remediate the issues.
- Suggest options to mitigate the issues for remaining incompatible applications after the time-boxed test/remediate cycle is elapsed per the application remediation strategy.

File Compatibility Assessment for Office

- Install Microsoft Office Migration Planning Manager (OMPM) on up to 50 target systems and generate logs.
- Import and analyze the logs to generate a file conversion assessment report.

Office Application Compatibility Testing

- Perform application compatibility testing for up to 5 Microsoft Office add-ins and Office-dependent applications against Microsoft Office using a time-boxed approach.

Office Application Remediation

- Provide remediation up to 3 for Microsoft Office add-ins and Microsoft Office-dependent applications that have compatibility issues with Microsoft Office.

Application Sequencing for App-V

- Perform application sequencing for up to 3 applications using a time-boxed approach.

Stabilize

During the Stabilize phase, the vendor is to work closely with Agency during the production deployment for up to 500 workstations.

The Stabilize phase includes the following activities:

- Application compatibility and test summary report document that contains a consolidated summary of all the applications tested and their compatibility status.
- Update operating system image based on pilot feedback.
- Update deployment process based on pilot feedback.
- Provide Production Pilot Jumpstart support of 40 hours.

Close-out

The Close-out activities include:

- The vendor is to conduct a Close-out presentation covering services delivered as part of application compatibility image creation and deployment. The Close-out presentation will include a review of Close-out activities and a support plan while Agency team completes the full pilot deployment.

Key Service Deliverables

Following is a list of key project service deliverables that are to be delivered within this Statement of Work:

Table 1: Project Deliverables

Phase	Deliverable Name	Service Deliverable Description
Envision	Project Plan	Project Plan documents the project tasks, dependencies, and resource use.
Envision	Risk Plan	Risk Plan to be used to track risks and issues for the project.
Plan	Proof-of-Concept Environment and Lab Guide	Proof-of-Concept environment for validation of technologies and processes included in services. The vendor is to provide guidance on how the environment is set up by providing a lab guide document.

Plan	Functional Specification	Functional Specification that documents the detailed products, technologies, services, deployment processes, and configuration settings.
	Design documents	The Design documents will summarize the key decisions made during the planning process. These documents should include the design goals, background information that places the solution in a business context, the solution design and architecture, and features and services that define the functionality of the solution.
Plan	Test Plan	The Test Plan describes the strategy and approach used to plan, organize, and manage the project's testing activities. It identifies testing objectives, methodologies, and tools, expected results, responsibilities, and resource requirements. It also describes the configuration of the test lab.
Plan	End-User Training Guide/Plan	Training Plan for information technology (IT) professionals and end-user training on resources available.
Build	Standard Baseline Image Creation	Standard Baseline Image is derived from the workshops in Windows Image (WIM) format, pilot-ready quality, with associated group policy objects (GPOs).
Build	Sequencing Recipe(s)	Sequencing process for each sequenced application.
Stabilize	Pilot Deployment	Conduct deployment of desktop images to a limited number of selected computers and users in production network.
Deploy	Close-out Meeting Presentation Document	The Close-out Meeting Presentation will review services delivered, present a deployment overview, and review final project Close-out activities.

Table 2: Application Compatibility Deliverables

Phase	Deliverable Name	Service Deliverable Description
Envision	Kick-off Presentation Document	The Kick-off Presentation is used for the Kick-off meeting and covers project vision, drivers, an SOW summary and initial Kick-off activities.
Plan	Application Compatibility Project Functional Specification	Functional Specification that documents the details each stage of the application compatibility project process.
Plan	Office Migration Planning Manager (OMPM) Report	A report generated by OMPM, which contains the scanner results for Microsoft Office and Microsoft Office Access database software compatibility.
Build	Test Result Document (per application)	The Test Result document describes the test scenarios, test results, and issues found while performing the application compatibility testing on Windows 7, Office, and Internet Explorer 8.

Build	Application Fixes	Application Fixes are distributed as custom system database (.sdb) files for applications in scope for remediation.
Stabilize	Test Summary Document (overall summary of all applications)	The Test Summary Document contains a consolidated summary of all the applications tested and their compatibility status.
Deploy	<input type="checkbox"/> Closeout Meeting Presentation Document	<input type="checkbox"/> The Closeout Meeting Presentation will recap services delivered, present a deployment overview, and review final project Close-out activities.

Table 3: Vendor Project Roles and Responsibilities

Role	Responsibilities	Project Commitment
Vendor Engagement Manager	<input type="checkbox"/> Manages the engagement. <input type="checkbox"/> Provides resources as necessary. <input type="checkbox"/> Helps resolving engagement issues.	<input type="checkbox"/>
Vendor Project Lead	<input type="checkbox"/> Approves project deliverable-specific documents. <input type="checkbox"/> Manages and updates project plan. <input type="checkbox"/> Assists with resourcing as needed. <input type="checkbox"/> Assists with status reporting. <input type="checkbox"/> Sets up project structure, project guidelines, and project reporting. <input type="checkbox"/> Manages budget. <input type="checkbox"/> Assists in managing scope control of the project with a defined change management process and has the ultimate responsibility for the project. <input type="checkbox"/> Defines the change management process. <input type="checkbox"/> Oversees other project tracking such as risks, issues, and mitigations.	<input type="checkbox"/>
Vendor Lead Architect	<input type="checkbox"/> Leads discussions and meetings. <input type="checkbox"/> Conducts the assessment. <input type="checkbox"/> Provides the assessment, analysis, findings, and proposal to the Agency. <input type="checkbox"/> Provides technical oversight. <input type="checkbox"/> Responsible for overall solution design. <input type="checkbox"/> Provides assistance setting up the POC lab. <input type="checkbox"/> Helps Agency to validate the POC. <input type="checkbox"/> Prepares all Agency reports. <input type="checkbox"/> Presents the Kick-off and Final Presentations. <input type="checkbox"/> Provides weekly status updates to Agency.	<input type="checkbox"/>

Project Milestones and Schedule

- Estimated Project Start Date 2/22/2011
- Key deliverable dates TBD
- Estimated End Date 9/1/2011

Project Environment (State Resources)

- Staff descriptions:
 - a) This will involve all of the staff within the Windows desktop team
 - b) Project Manager Name Wade Dupey
 - c) Project Sponsor: Greg Jonsen
 - d) Staff proficiency levels and experience (with methodology, tools, etc.)
 - The vendor will be granted access to a lab for proof of concept.

Agency Project Requirements

Our project management methodology follows the PMI PMBOK and the vendor is expected to follow and comply with the deliverables and best practices of the PMBOK

Responsibilities Expected of the Selected Vendor

Our project management methodology follows the PMI PMBOK and the vendor is expected to follow and comply with the deliverables and best practices of the PMBOK.

The vendor is expected to provide a project manager or project lead for this engagement familiar with the practices and deliverables of PMI's PMBOK.

Required Skills (These are to be scored as pass/fail requirements)

- Previous experience with providing a Windows 7 deployment for large environments (2000-5000 desktops)
- Experience with government agencies providing a production pilot jumpstart windows 7 deployment engagement
- Experience in the use and processes of SSCM.

Process Schedule – all times are central time

- Deadline for Questions 2/1/2011, 5:00pm
- Posted Response to Questions 2/2/2011, 5:00pm
- Proposals due 2/4/2011, 5:00pm
- Anticipated proposal evaluation begins 2/7/2011, 8:00am
- Anticipated proposal evaluation & decision 2/10/2011, 5:00pm

Questions

Any questions regarding this Statement of Work should be submitted via e-mail by 2/1/2011, 5:00pm to both of these individuals:

Name: Bryan Alpaugh
Department: Office of Enterprise Technology
Telephone Number: 651-201-1064
Email Address: bryan.alpaugh@state.mn.us

or

Name: Wade Dupey

Department: Office of Enterprise Technology
Telephone Number: 651-201-3066
Email Address: wade.dupey@state.mn.us

Questions and answers will be posted on the Office of Enterprise Technology website by 2/2/2011, 5:00pm (http://www.oet.state.mn.us/mastercontract/statements/mcp902ts_active.html).

SOW Evaluation Process

- Describe categories and scoring methodology/criteria
 - Company Overview (_5_%)
 - Project Overview and Business/Project Requirements (_45_%)
 - References (10_%)
 - Project Approach (_10_%)
 - Cost (_30_%)

****Note: For procurements exceeding \$544,000, member countries of the World Trade Organization's Government Procurement Agreement must be treated on the same basis as U.S. companies under the terms of the treaty. A reference sheet including a list of current members is available at: <http://www.mmd.admin.state.mn.us/Doc/OutsourcingEvalSheet.doc>**

Response Requirements

Clearly define what should be included in the proposal and how it should be organized. Vendor must have been previously qualified for the qualified resource type.

- Introduction
- Company overview, including a list of all Microsoft Certifications
- Project Overview
- Detailed response to "Business/Project Requirements"
 - a) Description of the vendor's understanding of the need and explanation of their proposed solution.
 - b) Explain how the project will meet the requirements. Need to layout clearly what they should respond to from this section and how.
 - c) Include description of software/hardware configuration.
- Detailed response to "Project Approach"
 - a) Explain how the vendor will approach their participation in the project. This includes:
 - 1) Organization and staffing (including staff qualifications, resumes, etc.)
 - 2) Work-plan with life-cycle cost breakdown here
 - 3) Contract/change management procedures
 - 4) Project management (e.g. quality management, risk assessment/management, etc.)
 - 5) Documentation of progress such as status reports
- References: Provide three clients using your Windows 7 Desktop Deployment solution.
- Conflict of interest statement as it relates to this project
- Required forms to be returned or additional provisions that must be included in proposal
 - a) Affidavit of non-collusion
<http://www.mmd.admin.state.mn.us/doc/noncollusion.doc>
 - b) Immigration Status Certification (if over \$50,000)
<http://www.mmd.admin.state.mn.us/doc/immstatcert.doc>
 - c) Location of Service Disclosure
<http://www.mmd.admin.state.mn.us/Doc/ForeignOutsourcingDisclosureCertification.doc>
 - d) Certification Regarding Lobbying
<http://www.mmd.admin.state.mn.us/doc/lobbying.doc>
 - e) Veteran-Owned/Service Disabled Veteran-Owned Preference Form
<http://www.mmd.admin.state.mn.us/doc/vetpref.doc>

Proposal Submission Instructions

- Response Information:
 - a) To whom to address the response Bryan Alpaugh and Wade Dupey
 - b) Where to respond: :

Bryan.alpaugh@state.mn.us

Wade.dupez@state.mn.us

- c) Label the response (e.g. Attention: Windows 7 Deployment)
- How to submit: email
- Key dates:
 - a. Response due date: 2/4/2011, 5:00pm
 - b. Expiration date for the vendor's price/terms guarantee

General Requirements

Proposal Contents

By submission of a proposal, Responder warrants that the information provided is true, correct and reliable for purposes of evaluation for potential award of a this work order. The submission of inaccurate or misleading information may be grounds for disqualification from the award as well as subject the responder to suspension or debarment proceedings as well as other remedies available by law.

Liability

contractor must indemnify, save, and hold harmless the State, its agents, and employees, from any claims or causes of action, including attorney's fees incurred by the state, to the extent caused by Contractor's:

- 1) Intentional, willful, or negligent acts or omissions; or
- 2) Actions that give rise to strict liability; or
- 3) Breach of contract or warranty.

The indemnification obligations of this section do not apply in the event the claim or cause of action is the result of the State's sole negligence. This clause will not be construed to bar any legal remedies the Contractor may have for the State's failure to fulfill its obligation under this contract.

Disposition of Responses

All materials submitted in response to this SOW will become property of the State and will become public record in accordance with Minnesota Statutes, section 13.591, after the evaluation process is completed. Pursuant to the statute, completion of the evaluation process occurs when the government entity has completed negotiating the contract with the selected vendor. If the Responder submits information in response to this SOW that it believes to be trade secret materials, as defined by the Minnesota Government Data Practices Act, Minn. Stat. § 13.37, the Responder must: clearly mark all trade secret materials in its response at the time the response is submitted, include a statement with its response justifying the trade secret designation for each item, and defend any action seeking release of the materials it believes to be trade secret, and indemnify and hold harmless the State, its agents and employees, from any judgments or damages awarded against the State in favor of the party requesting the materials, and any and all costs connected with that defense. This indemnification survives the State's award of a contract. In submitting a response to this RFP, the Responder agrees that this indemnification survives as long as the trade secret materials are in possession of the State.

The State will not consider the prices submitted by the Responder to be proprietary or trade secret materials.

Conflicts of Interest

Responder must provide a list of all entities with which it has relationships that create, or appear to create, a conflict of interest with the work that is contemplated in this request for proposals. The list should indicate the name of the entity, the relationship, and a discussion of the conflict.

The responder warrants that, to the best of its knowledge and belief, and except as otherwise disclosed, there are no relevant facts or circumstances which could give rise to organizational conflicts of interest. An organizational conflict of interest exists when, because of existing or planned activities or because of relationships with other persons, a vendor is unable or potentially unable to render impartial assistance or advice to the State, or the vendor's objectivity in performing the contract work is or might be otherwise

impaired, or the vendor has an unfair competitive advantage. The responder agrees that, if after award, an organizational conflict of interest is discovered, an immediate and full disclosure in writing must be made to the Assistant Director of the Department of Administration's Materials Management Division ("MMD") which must include a description of the action which the contractor has taken or proposes to take to avoid or mitigate such conflicts. If an organizational conflict of interest is determined to exist, the State may, at its discretion, cancel the contract. In the event the responder was aware of an organizational conflict of interest prior to the award of the contract and did not disclose the conflict to MMD, the State may terminate the contract for default. The provisions of this clause must be included in all subcontracts for work to be performed similar to the service provided by the prime contractor, and the terms "contract," "contractor," and "contracting officer" modified appropriately to preserve the State's rights.

IT Accessibility Standards

Responses to this solicitation must comply with the Minnesota IT Accessibility Standards effective September 1, 2010, which entails, in part, the Web Content Accessibility Guidelines (WCAG) 2.0 (Level AA) and Section 508 Subparts A-D which can be viewed at:

http://www.mmd.admin.state.mn.us/pdf/accessibility_standard.pdf

Nonvisual Access Standards

Nonvisual access standards require:

- 1) The effective interactive control and use of the technology, including the operating system, applications programs, prompts, and format of the data presented, are readily achievable by nonvisual means;
- 2) That the nonvisual access technology must be compatible with information technology used by other individuals with whom the blind or visually impaired individual must interact;
- 3) That nonvisual access technology must be integrated into networks used to share communications among employees, program participants, and the public; and
- 4) That the nonvisual access technology must have the capability of providing equivalent access by nonvisual means to telecommunications or other interconnected network services used by persons who are not blind or visually impaired.

[Required clause for all contracts that will NOT be funded either in whole or in part by federal money and that are subject to federal disadvantaged business enterprise regulations.]

Preference to Targeted Group and Economically Disadvantaged Business and Individuals

In accordance with Minnesota Rules, part 1230.1810, subpart B and Minnesota Rules, part 1230.1830, certified Targeted Group Businesses and individuals submitting proposals as prime contractors shall receive the equivalent of a six percent preference in the evaluation of their proposal, and certified Economically Disadvantaged Businesses and individuals submitting proposals as prime contractors shall receive the equivalent of a six percent preference in the evaluation of their proposal. Eligible TG businesses must be currently certified by the Materials Management Division prior to the solicitation opening date and time. For information regarding certification, contact the Materials Management Helpline at 651.296.2600, or you may reach the Helpline by email at mmdhelp.line@state.mn.us. For TTY/TDD communications, contact the Helpline through the Minnesota Relay Services at 1.800.627.3529.

Veteran-owned/Service Disabled Veteran-Owned Preference

In accordance with Minnesota Statute §16C.16, subd. 6a, veteran-owned businesses with their principal place of business in Minnesota and verified as eligible by the United States Department of Veterans Affairs' Center for Veteran Enterprises (CVE Verified) will receive up to a 6 percent preference in the evaluation of its proposal.

Eligible veteran-owned small businesses include CVE verified small businesses that are majority-owned and operated by either recently separated veterans, veterans with service-connected disabilities, and any other veteran-owned small businesses (pursuant to Minnesota Statute §16C.16, subd. 6a).

Information regarding CVE verification may be found at <http://www.vetbiz.gov>.

Eligible veteran-owned small businesses should complete and sign the **Veteran-Owned Preference Form** in this solicitation. Only eligible, CVE verified, veteran-owned small businesses that provide the required documentation, per the form, will be given the preference.

[Optional language when agency determines to preclude foreign outsourcing. NOTE: Must not be used when work order is expected to be in excess of the WTO threshold of \$528,000 or when it is being considered as part of the work order contract award evaluation criteria.]

Foreign Outsourcing of Work Prohibited

All services under this contract shall be performed within the borders of the United States. All storage and processing of information shall be performed within the borders of the United States. This provision also applies to work performed by subcontractors at all tiers.

Statement of Work does not obligate the state to award a work order or complete the assignment, and the state reserves the right to cancel the solicitation if it is considered to be in its best interest. The Agency reserves the right to reject any and all proposals.